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7 May 1952

MINUTES OF 24th CAREER SERVICE COMMITTEE MEETING

1 May 1952 - 4:00 P.M.

Present: Walter Reid Wolf - Deputy Director (Administration)
Matthew Baird - Acting Assistant Director (Personnel) and
Director of Training
Kingman Douglass - AD/OCI
[REDACTED] AD/OSO
[REDACTED] Executive Secretary

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1. The minutes of the 23rd meeting of 21 April 1952 were approved as distributed.
2. The paper, "Organization, Relationships and Functions of the Career Service Boards", dated 28 April 1952 was considered and the Committee agreed that it would be revised in two important respects as follows:
 - a. Organization. In view of the heavy workloads and pressures on the Deputy Directors, it was agreed that it was unrealistic to expect them to be able to meet together regularly. It was also unrealistic to require that three of them must be personally present at meetings of the CIA Career Service Board. After consideration of several alternatives, it was agreed to enlarge the Board to include three Assistant Directors or Office Heads, one each from the DD/P, DD/I and DD/A areas with staggered tours of duty with the Board so that eventually each head of a major component of CIA will have served on the CIA Career Service Board.
 - b. Functions. It was agreed that the CIA Career Service Board should confine its deliberations and actions to matters of policy to the greatest extent possible. In particular, decisions on rotation appointments should be arrived at mutually by the heads of Offices. The Board would be currently informed of such matters, would review them and would thus be in a position to reverse the decision should any serious miscarriage of a career service principle be involved.

The Executive Secretary read a series of minor amendments to the paper which involved only clarification of meaning and language. These were approved by the Committee. He was directed to assemble an ad hoc working group for the purpose of revising the paper under consideration along the lines adopted and present it at the next meeting of the Committee.

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3. The Personnel Evaluation Report was referred to the Acting Assistant Director (Personnel) for implementation.

4. The Executive Secretary reported briefly on the status of hazardous-duty pay and health insurance. No action was required or taken.

5. It was agreed that the "Summary of the Organization and Operation of the CIA Career Service Program", dated 24 April 1952, would have to be revised in accordance with the action to be taken in paragraph 2, above.

6. It was agreed that [REDACTED] would present to the Committee at its next meeting a summary of the operating techniques and results of the Office of Communications' "Promotion and Rotation Assignment Board". 25X1A

7. It was agreed that the next meeting would be held on Thursday, 8 May 1952 at 4:00 P.M. in Room 223, Administration Building.

8. The meeting adjourned at 5:30 P.M.



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